

## Legal (Contracts)

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Department is currently seeking 1 intern in its State of Tennessee Real Estate Asset Management Division (STREAM) located in downtown Nashville. STREAM manages all real estate assets of the Tennessee General Government and serves as the State Procurement Agency for all executive branch agencies in the procurement of real estate, leases, and services required for all capital construction projects.

The selected intern should expect to report onsite for approximately 20 hours per week and will receive \$10 per hour (total internship pay to be approximately \$1600).

Over the course of the internship, interns can expect to gain knowledge relating to real estate, leasing, and construction contracts and gain practical experience with the executive branch of government and with the Tennessee State Building Commission's policies and procedures.

### **Primary Duties**

Under the guidance of the STREAM legal staff, interns will primarily be given the opportunity to:

- Participate in a variety of research projects encompassing novel contract legal issues to aid the legal team,
- Participate in analysis and discussions on various issues relating to state real estate, leasing and construction contracts, and
- Participate in analysis and discussions on various issues related to State Building Commission policies and procedures.

In addition to the duties listed above, interns will receive:

- Learning opportunities relating to the functioning of the executive and legislative branches and the interplay between them, including the state budgeting process,
- Opportunities to review and analyze bills filed or to be filed with the Tennessee General Assembly, and
- Opportunities to attend STREAM meetings and State Building Commission meetings.

### **Requirements**

- Must be in or entering second or third year of law school.
- Must have an interest in learning about governmental operations and the political factors impacting same.

To apply for this internship please send the following documents to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov)

- Resume
- Letter of intent
- Most recent transcript
- 2 letters of professional recommendation